

REQUEST FOR PROPOSALS – **AMENDED 5-29-15**

FOR CONSULTANT SERVICE FOR PREPARATION OF HISTORIC CONTEXT STATEMENT AND CITYWIDE SURVEY OF COMMERCIAL STRUCTURES

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood's Community Development Department is inviting qualified consulting firms, meeting the *Secretary of the Interior's Standards*, to respond to a Request for Proposals (RFP) to prepare a historic context statement and conduct a citywide survey of commercial structures within the Commercial and Public Zoning districts. Expertise in public outreach and public presentations is required.

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "*Sealed Proposals for Consultant Services for Citywide Commercial Survey*". Five (5) copies [two (2) originals and three (3) photocopies] of the proposals shall be submitted no later than **4:00 pm, June 19, 2015**. No oral, telephonic, or telegraphic proposal or modification of Proposal will be considered.

Interested firms may submit questions in writing regarding the RFP via email to Antonio Castillo at acastillo@weho.org. Deadline for written questions is **4:00 pm, June 12, 2015**.

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

A copy of the RFP can be downloaded from the City's website at www.weho.org/rfp.

The submittal shall be addressed as follows:

City of West Hollywood
Attn: City Clerk
8300 Santa Monica Blvd.
West Hollywood, CA 90069
Proposal: Citywide Commercial Survey

The City reserves the right to reject any and all proposals and award the contract to the consultant who best meets the requirements set forth in the specifications.

BY ORDER OF the City of West Hollywood
Yvonne Quarker, City Clerk